

(CLASSIFICATION)

Executive Registry

63-2313

OFFICE OF THE DIRECTOR

Action Memorandum No. A-404Date 29 MAR 1964

TO : DDS *OK* DDP *OK* IG *✓* *✓*COMPROLLER
DDI *OK* DDR *OK* OGC ONE *✓*

SUBJECT : Establishment of a Fine Arts Commission

REFERENCE:

1. Since moving into the new building, many of us have been aware of the need for the interior decoration of the building to be more in accordance with the fine exterior appearance, the need for a warmer atmosphere and the development of a comprehensive and continuing program to insure that these needs are imaginatively met.

2. A Fine Arts Commission has been authorized to serve in an advisory capacity to the Executive Director (on behalf of the Director and the Deputy Director) so that he can initiate actions to fulfill our needs. It is expected that the Commission will, among other matters, immediately concern itself with advising on the selection of the colors of paint for the walls of corridors and offices; on the selection, framing, and hanging of pictures; and on the development, location, and display of exhibits.

3. I would appreciate your nomination of at least three individuals under your supervision who, you believe, would be especially well qualified to serve on such a commission so that membership might be selected from our best-qualified people. Members of the commission will serve in addition to their normal duties. It is not anticipated that the work of the Commission will require an unreasonable amount of time, as their recommendations will be staffed out to the appropriate action component. Although

ACTION

MEMORANDUM

SUSPENSE DATE: *29 March*

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it is difficult to establish precise criteria for membership, the following factors may be helpful in your selection of nominees:

- (a) Willingness and desire to contribute time and attention to the work of the Commission.
- (b) Interest and capability in artistic expression.
- (c) A fine judgment in discerning art form.

It is not intended necessarily to select one from each of the Deputy Director's offices although, other things being equal, this would probably be desirable.

4. May I have your nominations along with a brief description of their qualifications by 29 March.

Lyman B. Kirkpatrick
EXECUTIVE DIRECTOR

O/DCI, [redacted] (18 March 63)

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